

# Process Scheduler/Process Monitor

Purpose: Use this document to better understand the Process Scheduler/Process Monitor within ctcLink.

Navigation: PeopleTools > Process Scheduler > Process Monitor

## Field Definitions for View Process Request For Page

- **User ID:** The Empl ID of the user who ran the process
- **Type:** The type of process that was run
- **Last or Date Range:** Two options are available (last or a date range)
- **Server:** What server the process was run on
- **Name:** Name of the process that was run
- **Instance From:**
- **Instance To:**
- **Run Status:** See table below

 **Note:** If you use the same Run Control ID for multiple processes, allow each process to finish running before starting another set.

Run Status	Description
<b>Blocked</b>	The running of this process has been blocked, which indicates that this process is waiting for one of the following: the number of active occurrences of this process to drop below Max Concurrent value, a process is recognized as mutually exclusive to complete, or a dependent file to be located.
<b>Cancel</b>	Indicates that a user has requested to cancel the scheduling of a process request.
<b>Cancelled</b>	Indicates that the server agent has successfully canceled the request after it has started.
<b>Error</b>	Indicates that the program associated with the process request encountered an error while processing transactions within the program. In this case, delivered programs are coded to update the run status to Error before terminating.
<b>Hold</b>	Indicates that a user has requested that the scheduling of a process request be put on hold.

Run Status	Description
<b>Initiated</b>	Indicates that a PeopleSoft Process Scheduler Server has acknowledged the new request. At this time, PeopleSoft Process Scheduler validates the parameters that are associated with this request and submits the command line to start a process.
<b>No Success</b>	Indicates that the program encountered an error within the transaction. <b>No Success</b> is different from <b>Error</b> because the process is marked re-startable. (Application Engine is the only delivered process type that is re-startable).
<b>Pending</b>	Status assigned to an item of a new PSJob request. This indicates that this item is waiting for a previous item in the job before PeopleSoft Process Scheduler releases this item. When the previous item has completed successfully, PeopleSoft Process Scheduler changes the status of the item to <i>Queued</i> .
<b>Processing</b>	Indicates that PeopleSoft Process Scheduler has successfully initiated the program. A status of <i>Processing</i> indicates that the program is running.
<b>Queued</b>	Status assigned to a new process request. The process request remains Queued until a PeopleSoft Process Scheduler Server picks up the new request.
<b>Restart</b>	Indicates that a process, which encountered an error, is attempting to restart.
<b>Success</b>	Indicates that the program has successfully completed.
<b>Warning</b>	A warning status is available to use in a job definition. A job definition may continue or stop when a process encounters a warning. The warning status must be set using PeopleSoft Application Engine. Set the AE_APPSTATUS field to 1.
<b>Distribution Status</b>	Displays the distribution status for each individual job and process. Valid states are: N/A, None, Generated, Not Posted, Posting and Posted.

## Process Scheduler Request

1. The **Process Scheduler Request** page displays.
2. Use the drop-down arrows to select the **Type** and **Format** to produce desired results.
  - a. **Type** options include:
    - Email
    - File
    - Printer
    - Web
    - Window
  - b. **Format** options include:

- CSV
- HP
- HTM
- LP
- PDF
- PS
- SPF
- XML

3. Select the **OK** button.

**Process Scheduler Request**

User ID: CTC\_GFULMER      Run Control ID: WA140\_TRIAL\_BALANCE\_GA1335

Server Name: [ ]      Run Date: 05/23/2023

Recurrence: [ ]      Run Time: 2:07:19PM      [Reset to Current Date/Time]

Time Zone: [ ]

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Trial Balance Report	GLS7012	SQR Report	Web	CSV	Distribution

[OK] [Cancel]

4. Make note of the **Process Instance number** that will be available on the displayed page.

5. Select **Process Monitor** link to display the **Process Monitor** page.

### Trial Balance Report

Run Control ID: WA140\_TRIAL\_BALANCE\_GA1335      Report Manager      **Process Monitor**      Run

Language: English      Process Instance: 3511974

**Report Request Parameters**

Unit: WA140      \*Ledger: LOCAL

Fiscal Year: 2023      Period: 12

Currency Option: Base      Currency: [ ]

Display Full Numeric Field      Date Code: All

**Include Adjustment Periods**

	Adjustment Period		
1	13	+	-
2	131	+	-
3	132	+	-
4	133	+	-

[Restore]

6. From the Process List tab, select the **Refresh** button until **Run Status** reads 'Success' and **Distribution Status** reads 'Posted'.

< Trial Balance
Process Monitor

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Process List

Server List

**View Process Request For**

User ID

Server

Run Status

Type  Days

Name  Instance From  Instance To

Distribution Status

Save On Refresh Report Manager

Refresh

Clear

Reset

**Process List**

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View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	3511974		SQR Report	GLS7012	CTC_GFULMER	05/24/2023 7:15:13AM PDT	Success	Posted	<a href="#">Details</a>	▼ <a href="#">Actions</a>
<input type="checkbox"/>	3511973		SQR Report	GLS7012	CTC_GFULMER	05/24/2023 5:30:05AM PDT	Success	Posted	<a href="#">Details</a>	▼ <a href="#">Actions</a>
<input type="checkbox"/>	3511969		SQR Report	GLS7012	CTC_GFULMER	05/23/2023 2:07:19PM PDT	Success	Posted	<a href="#">Details</a>	▼ <a href="#">Actions</a>
<input type="checkbox"/>	3511968		SQR Report	GLS7012	CTC_GFULMER	05/23/2023 2:01:08PM PDT	Success	Posted	<a href="#">Details</a>	▼ <a href="#">Actions</a>
<input type="checkbox"/>	3511967		SQR Report	GLS7012	CTC_GFULMER	05/23/2023 1:31:11PM PDT	Success	Posted	<a href="#">Details</a>	▼ <a href="#">Actions</a>

[Go back to Trial Balance](#)

Save

Notify

Process List | [Server List](#)

7. On the Process List tab, select the **Details** hyperlink or use the drop-down arrow to select the desired **Actions** option.
  - a. **Actions** options include:
    - Update Process
      - Delete Request
    - Details
    - Parameters
    - Message Log
    - View Log/Trace

Process List | Server List

**View Process Request For**

User ID:  Type:  Last:  1 Days:  Refresh

Server:  Name:  Instance From:  Instance To:  Clear

Run Status:  Distribution Status:   Save On Refresh Report Manager Reset

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	3511967		SQR Report	GLS7012	CTC_GFULMER	05/23/2023 1:31:11PM PDT	Success	Posted	Details	<ul style="list-style-type: none"> <li>Update Process &gt;</li> <li>Details</li> <li>Parameters</li> <li>Message Log</li> <li>View Log/Trace</li> </ul>

Go back to Trial Balance

Save Notify

Process List | Server List

## View Processing Detail

### Process Section

- **Instance:** This is the instance number for when this process ran
- **Type:** This is the type of process that ran
- **Name:** This is the name of the process that ran
- **Description:** This is the description of the process that ran
- **Run Status:** This is the status of how the process ran (refer to table above for run status definitions)
- **Description Status:** This status describes whether or not the process has posted or not

### Run Section

- **Run Control ID:** This shows the users run control that they used to run the process
- **Location:** Server location
- **Server:** Server name
- **Recurrence:** The recurrence name if this process is on a recurring schedule

### Update Process Section

**Request Choices:** Hold, Queue, Cancel, Delete, Re-send or Re-start

### Date/Time Section

This section tells you when the process was created, when it could start running as well as the beginning and ending time that the process ran

- Request Created On
- Run Anytime After
- Began Process At
- Ended Process At

## Actions Section

In the Actions section there are links that lead you to more information about the process that can help inform you about what has occurred with the process

- Parameters
- Message Log
- Batch Timings
- View Log/Trace
- Transfer
- View Locks

The screenshot shows the 'Process Monitor' interface. At the top, there is a navigation bar with a back arrow and 'Process List' on the left, and 'Process Monitor' on the right. Below this is the 'Process Detail' section. It is divided into several panels:

- Process:** Instance: 107405061, Type: Application Engine, Name: 3CEngine, Description: 3C ENGINE, Run Status: Success, Distribution Status: Posted.
- Run:** Run Control ID: WA010\_EY\_EPE006, Location: Server, Server: PSUNX, Recurrence: (empty).
- Update Process:** A list of radio button options: Hold Request, Queue Request, Cancel Request, Delete Request, Re-send Content, and Restart Request.
- Date/Time:** Request Created On: 04/10/2023 1:58:07PM PDT, Run Anytime After: 04/10/2023 1:58:06PM PDT, Began Process At: 04/10/2023 1:59:06PM PDT, Ended Process At: 04/10/2023 1:59:21PM PDT.
- Actions:** Parameters, Message Log, Batch Timings, View Log/Trace, Transfer, View Locks.

At the bottom left, there are 'OK' and 'Cancel' buttons.

- The actions available depend on the current status of the process:

Current Status	Valid Actions
Blocked	Hold, Cancel
Cancelled	Delete
Error	Delete

Current Status	Valid Actions
Hold	Delete, Cancel, Restart
Initiated	Cancel
No Success	Delete
Pending	Hold, Cancel
Processing	Cancel
Queued	Hold, Cancel
Restart	Hold, Cancel
Success	Delete
Warning	Delete

## Parameters



**Process Request Parameters** tell you what the code is that ran the process.

< Process List
Process Monitor

### Process Request Parameters

**Process**

Instance: 107405061	Type: Application Engine
Name: 3CENGINE	Description: 3C ENGINE

**Parameters**

Command Line:  
psae -CT ORACLE -CD ACSPTS -CO "CTC\_GFULMER" -CP OPRPSWD -R WA010\_EY\_EPE006 -I  
107405061 -AI 3CENGINE -OT 6 -FP  
"/home/psadm2/psft/ctg\_home/appserv/prcs/CSPTS/log\_output/AE\_3CENGINE\_107405061/" -OF 14  
Working Dir:

**Authorized To View Reports from the Web**

ID Type	Distribution ID
User	101

## Message Log

- i** The **Message Log** will give you messages about how the process ran. Selecting the **Explain** button gives more details about the message.

Process Monitor

### Message Log

**Process**

Instance: 107405061      Type: Application Engine  
Name: 3CENGINE      Description: 3C ENGINE

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Severity	Log Time	Message Text	Explain
	1:59:21PM	Published message with ID 910251e4-d7e2-11ed-aa4c-e52ce43147f1 to create entry in folder GENERAL.	<a href="#">Explain</a>
	1:59:21PM	Successfully posted generated files to the report repository	<a href="#">Explain</a>

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## Batch Timings

- i** **Batch Timings** are provided to monitor your application engine programs' performance. The Process Scheduler - Batch Timings page applies to the Statement Timings data stored in the (table) option.

< Process List
Process Monitor

### Batch Timings - Summary

**Process**

Instance: 107405061      Type: Application Engine  
Name: 3CENGINE      Description: 3C ENGINE

**Time (in milliseconds)**

Elapsed: 0  
In PeopleCode: 0  
In SQL: 0

**Trace Level**

Application Engine: 0  
SQL & PeopleCode: 0

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1-1 of 1
⏵ ⏩

| View All

Program	Detail ID	Compile Count	Compile Time	Execute Count	Execute Time	Fetch Count	Fetch Time	PC Count	PC Time
		0		0		0		0	0

## View Log/Trace

 When you select **View Log/Trace**, you can view log files that provide information regarding how the process performed. For example, the Send Messages process has an output file that gives each student ID.

< Process List
Process Monitor

**View Log/Trace**

**Report**

Report ID	9324557	Process Instance	107405061	<a href="#">Message Log</a>
Name	3CEngine	Process Type	Application Engine	
Run Status	Success			

3C ENGINE

**Distribution Details**

Distribution Node	local	Expiration Date	05/10/2023
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**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">AE_3CEngine_107405061.log</a>	167	04/10/2023 1:59:21.176921PM PDT

**Distribute To**

Distribution ID Type	Distribution ID
User	101

[Return](#)

It is worthwhile looking at the log files. In this example, if you click and open the file **AE\_3CEngine\_107405061.log** you would see that it indicates *"Cannot open input file: /CSIN/I-091\_ETransFromCTCs/Data/SD331171."*

So while this process may have run successfully, it did not load a file as expected.

The Process Monitor only stores data for 30 days, so you want to review and save any process information before it's deleted.

## Report Manager

**Navigation: Reporting Tools > Report Manager or Process Monitor page (PeopleTools > Process Scheduler > Process Monitor)**

1. Select the **Report Manager** link on the **Process Monitor** page.

The report may display in two different areas. See below for instructions.

2. Select the hyperlinked name of the Report you wish to view. Ensure pop-ups are enabled.
  - a. If selecting from the **List** tab, select the hyperlinked name of the Report in the **Report** column.
  - b. If selecting from the **Administration** tab, select the hyperlinked name of the Report in the **Description** column.

The screenshot shows the Report Manager interface with the Administration tab selected. The 'View Reports For' section shows User ID: CTC\_GFULMER. Below this, there are two tables. The first table, titled 'Reports', lists reports with columns: Report, Report Description, Folder Name, Completion Date/Time, Report ID, and Process Instance. The second table, titled 'Report List', shows a list of reports with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The 'Administration' tab is highlighted in red in the original image.

3. As soon as the process is run, the report will display based on the Type and Format selected.

The screenshot shows a report output for a trial balance. The header includes: Report ID: GLS7012, Bus. Unit: WA140--CLARK COLLEGE, Ledger: LOCAL -- Local USD Currency Ledger, As of Year 2023 and Period 12 (incl adj) ( 13,131,132,133 ), Base Currency: USD, Date Code 0. The report is titled 'PeopleSoft GL TRIAL BALANCE' and 'Page No. 1 Run Date 05/23/2023 Run Time 13:31:50'. The main table has columns: Fund, Approp, Class, Dept, Account, Cur, Transaction Debit, and Transaction Credit. The report lists various accounts and their balances, ending with a total for the department and ledger.

Fund	Approp	Class	Dept	Account	Cur	Transaction Debit	Transaction Credit
001	101	011	21295	1000070	USD	0.00	9,645.93
				1000199	USD	0.00	750.00
				2000010	USD	0.00	0.00
				2000020	USD	0.00	0.00
				2010060	USD	0.00	0.00
				2010070	USD	0.00	0.00
				3100160	USD	0.00	0.00
				5030010	USD	666.65	0.00
				5030020	USD	625.74	0.00
				5030110	USD	7.46	0.00
				5050030	USD	800.57	0.00
				5080010	USD	788.47	0.00
				5080020	USD	89.56	0.00
				5080040	USD	2,094.50	0.00
				5080050	USD	2,291.18	0.00
				5080060	USD	211.80	0.00
				5081100	USD	210.00	0.00
				5081102	USD	1,750.00	0.00
				5081103	USD	840.00	0.00
				5081120	USD	20.00	0.00
<b>Total for Dept 21295</b>						<b>10,395.93</b>	<b>10,395.93</b>
<b>Total for Ledger</b>						<b>10,395.93</b>	<b>10,395.93</b>

## Reviewing a JobSet

1. Enter the **User ID** that you want to find. (For the purpose of this example, CTC\_GFULMER is used).
2. Select the **Refresh** button.

Process Monitor

Process List Server List

View Process Request For

User ID  Type  Last  Days  Refresh

Server  Name  Instance From  Instance To  Clear

Run Status  Distribution Status   Save On Refresh Report Manager Reset

- You will see the processes that CTC\_GFULMER has run.
- Select the **Process Name** (you will do this for all jobsets-instead of of selecting **Details**).

Process Monitor

Process List Server List

View Process Request For

User ID  Type  Last  Days  Refresh

Server  Name  Instance From  Instance To  Clear

Run Status  Distribution Status   Save On Refresh Report Manager Reset

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	107405059		PSJob	CTCFACKL	CTC_GFULMER	04/10/2023 1:58:06PM PDT	Queued	N/A	Details	▼ Actions

Go back to Schedule JobSet Definitions

Save Notify

Process List | Server List

- You will be able to view the processes that ran in the jobset.
- Select the process to view process details.

### Process Detail

Process Name CTCFACKL

Refresh

Main Job Instance 107405059

Left | Right

- 107405059 - CTCFACKL Processing
  - 107405060 - 3CENGINE Success
  - 107405061 - 3CENGINE Success
  - 107405062 - 3CENGINE Success
  - 107405063 - 3CENGINE Success
  - 107405064 - 3CENGINE Success
  - 107405065 - 3CENGINE Pending
  - 107405066 - 3CENGINE Pending